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30 April 1985

MEMORANDUM FOR: Chief, New Building Project Office, OL  
Chief, Personnel and Training Staff, OL  
Chief, Information and Management Support Staff, OL  
Chief, Procurement Management Staff, OL  
Chief, Security Staff, OL  
Chief, Headquarters Operations, Maintenance and  
Engineering Division, OL  
Chief, Printing and Photography Division, OL  
Chief, Procurement Division, OL  
Chief, Real Estate and Construction Division, OL  
Chief, Supply Division, OL  
Chief, Budget and Fiscal Branch, OL

STAT FROM:   
Executive Officer, OL

SUBJECT: D.C. Official Parking Permits

1. Please furnish by COB 6 May 1985 a list of names of those employees in your office who require D.C. Official Parking Permits so that a consolidated OL response can be prepared for forwarding to the DDA. These permits will enable authorized official vehicles to park in official parking areas in the District of Columbia. Please review the attached memorandum from the Government of the District of Columbia in reference to official vehicle parking.

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I don't think we need any. Does  
need one?

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ADMINISTRATIVE - INTERNAL USE ONLY

# Memorandum

Government of the District of Columbia

TO: Requestors of Official Parking Permits,  
and All Holders of those Permits

FROM: John E. Touchstone *jet*  
Director

SUBJECT: Official Parking Permits

Department, Public Works  
Agency, Office:  
Date: AUG 6 1984

There appears to be considerable confusion about the proper use of, and eligibility for, the Official Parking Permits issued by the District of Columbia. That confusion appears to have resulted in widespread misuse of the permits, and in requests for large numbers of unwarranted permits. The situation has deteriorated to a point where the appropriateness of continuing the Official Parking Permit program has been placed in question. We hope, and expect, that the use of the newly issued permits (expiring June 30, 1985) will show a level of responsibility that justifies continuing the program in future years.

The following guidelines are offered for your convenience:

- \* Vehicles which are Identified by their license plates as owned or leased by a government agency may park free at parking meters so long as they do not violate rush hour No Standing or No Parking prohibitions.
- \* Parking Spaces which are signed for "Government Vehicles Only" can only be used by vehicles with government license plates.
- \* Vehicles which are leased by a government agency for official business can be issued government license plates. For advice on getting government license plates for your activity's leased vehicles, phone 727-6694.
- \* An Official Parking Permit does not convert a private car into an official government vehicle. Vehicles with private license plates can not park free at meters, even if they have an Official Parking Permit, and they can not use parking spaces which are reserved only for government vehicles.
- \* The Official Parking Permits issued by the District are not valid on the Capitol Grounds, the Ellipse, or the area south of Constitution Avenue and West of 14th Street where the District does not have jurisdiction.

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- \* The permits are only for use while away from the employee's normal duty station. Permit holders are expected to make other arrangements for parking when at their home office.
- \* Official Parking Permits issued by the District of Columbia are for use only while on official business that requires the employees private car, and then can only be used in parking spaces signed for "Official Permit" holders, provided those spaces are more than two blocks away from the Permit holders home office.
- \* The permits are issued to a specific individual. If found on a vehicle not registered to the permit holder's vehicle they may be revoked.
- \* If an agency does not consider their employee's use of his or her private vehicle sufficiently important to justify reimbursement of the cost involved and/or to include that use in the employee's job description, then that use of a private car is obviously not sufficiently in the public interest to justify routine provision of free on street parking. The Official Permits are not for commuting to work, or a prerequisite of office.

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